

HOW TO GET PAID BY THE GOVERNMENT

As of Jul 16, 1996, it is mandatory that you be paid by electronic funds transfer (EFT). All vendors must be registered in the Central Contractor Registry (CCR) to do business with the Federal Government. Please refer to the Internet <http://www.ccr.gov> At this site, you may complete the EZ Form for registering in the CCR Corporate Database. Page 2 of 4 of the EZ Form begins your input for EFT purposes. Information on this form is sent to Dunn & Bradstreet, who will issue your Cage Code and DUNS Number, sending the information to CCR for registration. Registration confirmation will be directed to your firm's corporate address. All payment inquiries should be directed to Defense Finance and Accounting Service, Orlando, FL (DFAS-Orlando) at 1-800-950-9784 or query Internet at <http://www.dfas.mil> (select Money Matters, then Vendor Pay).

ADDRESS: DFAS-OR/FPS
ATTN: Customer Service Branch
Box 931100
2500 Lakemont Ave.
Orlando, FL 32893-0100
fax: 1-866-572-4162

Failure to submit a valid EFT form to the Paying Office will result in an "Invalid Invoice" which may be returned if you are not in the EFT File. In addition, the payment will not be subject to the interest provision under the Prompt Payment Act.

Payments are made by the DFAS-Orlando. You will be paid after they receive the following documents:

- Copy of the contract/purchase order/delivery order
- Your Invoice (properly completed)
- Your EFT Enrollment Form
- A Receiving Report

It is your responsibility to ensure DFAS-Orlando receives your invoice and EFT Enrollment Form. Once they have the above documents, they will schedule payment and the EFT will transfer your payment to your account 30 days after DFAS-Orlando receives the **LATTER** of the documents.

In accordance with the Prompt Payment Action of 1988, the Government follows these requirements to save on interest paid out by the U.S. Treasury. The **ONLY WAY** to speed up payment is to offer a cost-effective discount for early payment. DFAS-Orlando will determine whether any discount offered is advantageous to the Government and whether to take the discount in exchange for early payment or to pay "NET 30." The Government is **NOT REQUIRED** to accept the discount, but attempts to in order to save taxpayer dollars.